

U.S. MISSION, PAKISTAN - CONSULATE GENERAL LAHORE

VACANCY ANNOUNCEMENT NUMBER: 12-194

OPEN TO: All Interested Candidates
POSITION: Information Assistant (Web & Social Media)
GRADE: FSN-9; FP-5*
POSITION NO: L-73167
WORK HOURS: Full-time; 40 hours/week
SALARY: *Not-Ordinarily Resident: US\$50,043 p.a. (Starting salary)
(Position Grade: FP-5 to be confirmed by Washington)
*Ordinarily Resident: FSN-9, Rs.1,222,464 p.a. (Starting salary)
(Position Grade FSN-9)

OPENING DATE: November 28, 2012
CLOSING DATE: December 10, 2012

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Lahore is seeking an individual for the position of Information Assistant (Webmaster & Social Media) in the Public Affairs Section (PAS).

BASIC FUNCTION OF POSITION:

Incumbent designs and maintains Public Affairs Section Lahore's online presence, to include the webpage, Facebook, and other social media. The employee is also responsible for collecting and editing all PAS digital photographs and videos into useable electronic media products. The employee will assist the entire PAS team with all other PAS related information technology work. Performs other related duties as assigned by the supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

1. EDUCATION: University degree (16 years of education) in Public Relations, Marketing, Communications, Journalism, Information Technology, or Graphic Designing is required.

2. EXPERIENCE: Three years of progressively responsible experience in public relations, marketing, journalism, information technology, or graphic design is required.

3. LANGUAGE: Level IV (Fluent) Speaking/Reading/Writing English and Urdu are required. This may be tested.

4. KNOWLEDGE: Incumbent must have broad and strong knowledge of many information technologies, including graphic design software, photo and video editing software, and Microsoft Office (For both PC and Apple). In-depth knowledge of social media networks and other information sharing sites such as Facebook, Twitter, YouTube and Flickr is required. Must be familiar with trends in new technologies to include social media sites and software. In order to engage target audiences, must have knowledge or ability to understand the socio-political environment in the country and U.S. foreign policies concerning Pakistan and South Asia. In addition, must have knowledge or ability to understand U.S. society, education, culture, and social values, and all USG public diplomacy programs.

5. ABILITIES & SKILLS: Incumbent must be able to analyze current trends in social media usage, ascertaining where relevant discussions are happening online, identify target audiences, and advise Public Affairs Officer on new social media strategies. Must have the communication skills necessary to create content and engage target audiences on social media sites. Must be comfortable enough with information technology to be able to self-learn how to use software, whether for photo editing, designing a graphic or making a spreadsheet. Must be detail-oriented and able to see a project through from creation to satisfactory completion. Must have the ability to download picture and video files from any type of device. Must be able to keep all picture and video files organized and easy for others to examine. Must be willing to work on a team and to operate effectively in a fast-paced office environment.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their completed [DS-174](#) (Application for Employment as LE Staff) by e-mail submission only at PakJobs@state.gov. Vacancy Announcement Number (e.g. 12-194) must be mentioned in the subject line of the email.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any documents with DS-174 form at this stage, you will be advised when your documents are required. Only those candidates meeting all the requirements will be contacted for a test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 10, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.